

UNITED STATES GOVERNMENT

SECRET

Memorandum

TO : Chief, Records Management Staff DATE: 20 June 1968
Attn :
FROM : Chief, Audit Staff

25X1

SUBJECT: Revised Records Control Schedule for Audit Staff

Attached is an Audit Staff Records Control Schedule
which has been revised to amplify Schedule No. 33-65
approved 28 April 1965.



25X1

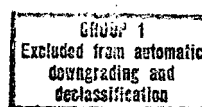
Chief, Audit Staff

Attachment

Distribution:
Orig. & 2 - Addressee

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RECORDS MANAGEMENT PROGRAM

**RECORDS CONTROL SCHEDULE
FOR THE**

AUDIT STAFF



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33-68

OFFICE, DIVISION, BRANCH		SIGNATURE		25X1
Audit Staff		Chief, Audit Staff		20 JUN 1968
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	25X1	
1	<p>SUBJECT FILE</p> <p>Consists of correspondence, reports and related forms pertaining to the administration, operation and organization of the Audit Staff.</p> <p>a. Records documenting organization, management and policy in operations of the Audit Staff, 1947 to date. This includes dispatch and correspondence files between Headquarters and field.</p> <p>b. Records relating to the administration of the housekeeping functions such as finance, personnel, security and training.</p>		<p>APPROVED</p> <p>CIA Records Administration Officer</p> <p>25 June 1968 Date</p>	

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ITEM NO.

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DISPOSITION INSTRUCTIONS

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- c. Chrono correspondence and
report files.
- d. Cable files.

Temporary. Retain for two years,
then destroy.

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then destroy.

2 AUDIT REPORT FILES

Consists of audit reports and
related correspondence applicable to
audits of Headquarters components,
projects, stations, bases, and miscel-
laneous activities of the Agency,

Permanent. Disposal not authorized.
Retire to Records Center when inactive
(Retirement requires concurrence of
Chief or Deputy Chief, Audit Staff.)

25X1

1951 to date.

25X1

3 PUBLIC ACCOUNTANTS' AUDIT REPORT FILES

Consists of true name audit reports
issued by public accounting firms cover-
ing audits of Agency projects and other
activities,

Permanent. Disposal not authorized.
Retire to Records Center when five
years old or when no longer active.

25X1

(Retirement requires concurrence of
Chief or Deputy Chief, Audit Staff.)

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ITEM NO.		POSITION INSTRUCTIONS
4	<p>WORK PAPER FILES</p> <p>Consists of detailed work papers produced in connection with audits of Headquarters components, projects, stations, bases, and miscellaneous activities of the Agency.</p>	<p>SECRET</p> <p>Temporary. Maintain work papers covering last two audits and destroy prior work papers. Retain work papers relating to terminated activities for two years after cut-off date of last audit, then destroy. (Do not destroy any work papers relating to uncleared audit matters.)</p>
5	<p>LIBRARY MATERIAL</p> <p>Bound volumes of reference material consisting of Comptroller General's Decisions, Accounting and auditing text books, dictionaries, etc.</p>	<p>Temporary. Disposal not authorized. Return to Library when no longer needed.</p>
6	<p>REFERENCE PUBLICATIONS FILES</p> <p>Consists of Agency regulations, notices, handbooks, allotment codes, station codes, etc.</p>	<p>Temporary. Retain rescinded or superseded material for two years, then destroy.</p> <p>SECRET</p>

ITEM NO.	FILES IDENTIFICATION Approved For Release 2006/07/18 : CIA-RDP78-00487A000100020001-0	DISPOSITION INSTRUCTIONS
7	<p>MAIL CONTROL LOGS AND DOCUMENT RECEIPTS</p> <p>a. <u>Top Secret Log</u></p> <p>b. <u>Top Secret Cover Sheets</u></p> <p>c. <u>Secret and Below Log</u></p> <p>d. <u>Classified Document Receipts</u></p> <p>e. <u>Courier Receipts Including</u> <u>Top Secret</u></p>	<p>Destroy ten years after documents are downgraded, transferred to Records Center, destroyed, or sent outside control point.</p> <p>Destroy ten years after document has been downgraded, destroyed, or sent outside Agency.</p> <p>Destroy after one year.</p> <p>Destroy after two years.</p> <p>Destroy after three months.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8	MACHINE LISTINGS	2	<p>Temporary. Retain current listing only. Destroy previous listing upon receipt of current one.</p> <p style="text-align: right;"><i>(non-record)</i></p> <div data-bbox="1101 1167 1463 1262" style="border: 1px solid black; height: 45px; margin: 10px 0;"></div> <p style="text-align: right;">25X1</p> <p style="text-align: right;"><i>audit Staff Records Management Officer July 21, 1970</i></p> <div data-bbox="1003 1549 1317 1717" style="border: 1px solid black; height: 80px; margin: 10px 0;"></div> <p style="text-align: right;">25X1</p> <p style="text-align: right;">APPROVED <i>21 July 1970</i> Date</p> <p style="text-align: right;">CIA Records Administration Officer</p>

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